

**Budget Calendar
FY 2004-05**

2003	
October 1 to November 18	Prepare fiscal 2004-05 Budget Manual
October 27 to November 6	Capital Improvement Plan (CIP) reviews with City Manager, Assistant City Manager and Department Directors
November 12	Load Brass with final audited fiscal 2003 actual numbers and fiscal 2004 year-to-date Actuals through October
November 17	Brass Training Sessions as needed
November 19	Budget Kick Off/Distribution of Budget Manual
November 19	Council CIP Workshop
December 4	Mid-Managers Luncheon - Review the Budget Process
December 17	Council's adoption of fiscal 2005 - 2009 CIP
December 18	Deadline for departments in Group A to submit proposed budgets to Finance
December 31	Deadline for departments in Group B to submit proposed budgets to Finance
December 18 to February 5	Finance Department reviews budget submittals, reconciles to CIP

2004	
February 9-12	Group A Departments meet with City Manager and Finance to review proposed budgets
February 16-19	Group B Departments meet with City Manager and Finance to review proposed budgets
February 15	Receive preliminary revenue projections from Nevada Department of Taxation
March 15	Receive final revenue projections from Nevada Department of Taxation
March 15 to April 14	Prepare Tentative Budget in State-required format
March 10	Revise budgeted revenues as necessary based on final projections
March 16	Brief City Council on Tentative Budget
April 15	Submit Tentative Budget to Nevada Department of Taxation
April 15 to May 30	Prepare adopted budget in State-required and Government Finance Officers Association (GFOA) format
May 18	Public hearing on proposed budget and formal adoption of fiscal 2004-05 budget
May 31	Deadline for submitting purchase requisitions to be encumbered against fiscal 2003/04
June 1	Submit Adopted Budget to Nevada Department of Taxation
June 16	City Council augment/amend fiscal year ending June 30, 2004 budget
August 17	Deadline to submit budget document to GFOA

